



Superintendent  
of Documents

# ADMINISTRATIVE NOTES



## LIBRARY PROGRAMS SERVICE

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### MOST DUAL-FORMAT DISTRIBUTION TO BE DISCONTINUED

As of October 1, 1986, GPO will discontinue depository distribution of hard-copy format for titles currently being distributed in dual-format, that is, in both hard-copy and microfiche formats.

There are, however, two exceptions. First, Congressional Record Index and Daily Digest will continue to be distributed in dual-format. Second, the depository hard-copy version of U.S. Congressional Serial Set will not be phased-out until January 1987.

This action is being taken as a cost-saving measure to help keep depository expenses in line with appropriation limits through fiscal year 1987.

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### GPO CATALOGING FOR MICROFICHED DOCUMENTS

Reprinted below is GPO's policy statement regarding cataloging of documents GPO has converted to microfiche. The statement first appeared in AdNotes, Vol. 6, no. 7, May 1985:

When GPO converts a paper document to microfiche for distribution to depository libraries, the Classification and Cataloging Branch catalogs the paper copy. This policy is in accordance with Title 44, U.S. Code, which requires that GPO list and index publications issued by government agencies, and with GPO Instruction 565.1, which requires the cataloging of the paper copy.

To show that depository distribution is in microfiche format, the cataloging record includes both the word "microfiche" after the item number, and a note worded "Distributed to depository libraries in microfiche." By cataloging the paper copy, GPO fulfills its obligation under the law to index the publications issued by the government; and by including distribution format information, GPO makes available information regarding depository collections.



GPO recommends that depository and other libraries use and adapt GPO cataloging records in any way that will enhance their local operations. If a library wishes to add a description of the microfiche to the GPO cataloging record, for that library's local files, GPO is fully in support of that effort. Some libraries catalog their depository microfiche and add new cataloging records to the OCLC database, using the general material designation "microform" and the photoreproduction note, in accordance with AACR2, MARC formats, and the Library of Congress rule interpretation 11.0A. The general material designation and the photoreproduction note are for use only when cataloging the reproduction, and may not be appended to cataloging records for the paper copy.

GPO is making every effort to satisfy both the law and the information needs of depository libraries, by cataloging the paper copy and including distribution information in the cataloging record. GPO does not have the resources to catalog both the paper and microfiche copies of documents. To catalog the microfiche would require either cutting back in other cataloging activities or significantly increasing staffing levels. To catalog the microfiche as well as the paper would be a needless duplication of effort. GPO's current practice is in full compliance with the law and with nationally accepted cataloging standards, and in addition provides distribution format information to the user.

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